



Democracy Commission Small Grants Program

of the U. S. Embassy in Bishkek,
Kyrgyz Republic

The Democracy Commission at the Embassy of the United States of America was established to support the democratization process in the Kyrgyz Republic. The Democracy Commission provides funding for non-governmental and non-commercial projects that:

- encourage pluralism of views;
- strengthen dialog among community members and leaders;
- help people better understand democracy (e.g. the judicial system, the legal system, local laws, citizens' rights, the role of government), and;
- seek a multiplier effect with other similar projects.

The Commission supports these projects in all cities and regions of the country. Given the limited funding available, the primary questions asked by the Commission in reviewing a grant application are:

- is the project worth achieving considering the number of people who will benefit?
- is the project cost-effective?
- how will the success of the project be measured/evaluated once the grant period has ended?

All grant applications should answer these specific questions.

DEMOCRACY COMMISSION GUIDELINES

1. The Democracy Commission (DC) will consider proposals for projects that advance democracy in Kyrgyzstan. The following areas will receive priority consideration: promotion of civil society, free flow of information (including support for independent media); transparency in government; public education and advocacy; association building; rule of law and legal reform; conflict resolution; human rights; civic education; market economy; and ethnic, minority, and women's equality, get-out-the-vote or other election issues; anti-trafficking and anti-corruption awareness campaign and training.
2. The DC will not consider proposals, which are confined to the following fields: culture, drug use or drug trafficking, poverty alleviation, medicine or biology, health, or physical sciences (physics, chemistry, geology, etc.).
3. The DC will only consider non-commercial proposals from groups of people, non-governmental organizations, and other companies. The DC will also consider proposals from academic or research institutions. Governmental representatives or offices are encouraged to work with NGOs to submit applications.
4. Grants should focus on providing long-term sustainability and democratic institution building for local organizations.
5. Applicant should describe the expected long-term impact of the project. If the project is intended to continue after the funding from the DC ends, the proposal must also contain a very thorough explanation how the organization will fund the activity in future. If a convincing explanation is not included, this will disqualify the project from consideration for Democracy Commission support.
6. Grants will not be used for partisan political activity. However, non-partisan election education and training programs are acceptable. Proposals which request funding for seminars, workshops, or conferences should contain agenda, program, and a list of supposed participants.
7. Grants will not be used for the production or procurement of English-language materials. The DC will not fund the publishing of academic theses. The DC may fund publishing of booklets, short informational publications, manuals, and public informational campaign materials. The DC will not usually fund the publication of full-scale books. Proposals seeking grants for publication of materials should describe the intended audience, provide a clear understanding of the material's content, and specify who is responsible for the distribution of the materials.
8. Completed application forms must be submitted in English.
9. DC grants may cover all or only part of a proposed activity.
10. Proposals which request any equipment must include current price lists from at least two different local, authorized vendors with a rationale for the intended purchase.
11. Equipment bought with DC grant money can only be procured locally. Any request for computer equipment must include the procurement of original, not pirated, software.
12. **Any equipment, which is procured by a DC grant, is loaned to the NGO and remains the property of the US Embassy for a minimum of three years.** This is to ensure that equipment will not be used for personal matters and that equipment will be returned to the US Embassy should the NGO cease its activities. At the end of three years DC will review the work of the NGO to determine whether 1) the loan will be extended, 2) the equipment will be given permanently to the NGO or 3) the equipment will be returned to the US Embassy.

13. DC grants will not cover on-going salaries, professional fees nor on-going operational expenses. Generally, meals, food costs and lodging will not be considered.

14. The grant recipient must turn in receipts for purchases and a report on its activities in a timely manner. Failure to turn in receipts and a report will preclude the grantee from receiving any future US Government assistance.

15. The name of the recipient organizations and description of their activities may be made public by the U. S. Embassy.

16. Generally, a second or subsequent application from a grantee will receive lower priority. A second or subsequent application will not be considered until the first project has been completed and evaluated.

17. Democracy Commission reserves the right to reject applications for any reason. Not all legitimate project proposals which meet our guidelines will be funded because of the limited funds available to the DC and the strong competition between applicants.

18. Proposals will be accepted and reviewed while funding is available.

19. PLEASE DO NOT SEND IN THE APPLICATION BEFORE YOU:

- Read once again the Democracy Commission Guidelines that describe the Small Grant Program. Make sure you understand those guidelines and that your proposal fits the purposes it discusses.
- Carefully review the application to make sure it is complete.
- Ask someone who does not know anything about your project to read your proposal to determine if it is understandable. Remember that the members of the DC will not know anything about your proposal until they read it. If they cannot understand it simply by reading what you have written, it will not be approved.
- Ask someone with experience applying for grants to look at the application and provide advice on improving it.
- Make sure the application is neatly typed and easy to read **in English**. Perfect English is not required but the proposal must be understandable to an English speaker.

Applications which do not include the required information or do not comply with the requirements of the Program guidelines, will not be considered.

20. For future information, please contact the Democracy Commission Assistant at the U. S. Embassy in Bishkek, 171 Prospect Mira, phone: 551 241 ext. 4576, fax: 551 260, e-mail: JumadilovaL@state.gov

DEMOCRACY FUNDS SMALL GRANTS APPLICATION

Please fill out the application form, giving short, clear answers to all questions. Any application not filled out completely will not be considered.

Proposals can be submitted in person or sent to the Public Affairs Section of the U. S. Embassy in Kyrgyzstan at: 171 Prospect Mira, 720016 Bishkek, Kyrgyzstan

Tel.: (312) 551 241 - 4576 (extension); fax: (3312) 551 260; E-mail: JumadilovaL@state.gov

DUNS number: _____

Name of organization: _____

Mission/purpose of organization: _____

Address: _____

Tel/Fax/E-mail: _____

Status of organization (if registered, please attach a copy of the registration paper): _____

Title of project: _____

Description of project: _____

Director of project (please state the representative's title, and attach background and CV of the people who will be engaged in the project): _____

Project dates: _____

Amount requested: _____

Have you or do you plan to submit this proposal to other organizations? If so, which organizations (address, telephone number)? _____

List of grants received in two past years (title of project, name of donor): _____

Affidavit (to be signed by the director of project):

I guarantee that financial assistance received from U.S. Embassy Democracy Commission will be used in accordance with the project's purpose. All information about budget, expenses, receipts and any additional outside funding will be submitted to the Democracy Commission upon request.

Name of the Project Director: _____

Signature _____ Date _____

To complete your application, submit a narrative providing information about the following:

1. ORGANIZATION DESCRIPTION

- Brief description of your organization's purpose, experience and future plans.
- Main results and achievements of your organization.
- Basic sources of funding.
- Brief description of past experience which your organization has had working with grants.

2. PROJECT DESCRIPTION AND JUSTIFICATION

- Background of problem.
- Project description: what will project do? What will the Democracy Commission grant fund?
- Justification: why is project necessary?
- Project plans: describe the main steps to be taken, list concrete actions, sequence and duration.
- Evaluation: describe expected positive results. How will effectiveness of the project be measured? What form of reporting will be submitted to all the Democracy Commission to measure the success of the project?

3. FINANCING AND EXPENSES

- Budget break-down listing all project-related expenses, indicating whether they will be covered by Democracy Funds or other financing:

In order to be sure that the DC understands why there is a need for money, the applicant should prepare a line-by-line list of expenses that will be generated by this project. The budget should be prepared in a logical manner and offer enough detail that a reviewer will be able to understand exactly what the figures mean and how that figure was determined.

No.	Budget item description	Organization input	Other organization input	Amount Requested	Total amount
	Total:				

- Justification/explanatory for each expenditure:
The budget narrative should follow the actual budget presentation itself and describe in some details the costs presented in the budget. In other words, the narrative explains, line by line, what the numbers mean and how they were determined. (For example, "Per diem: \$1,500."
Explanation: meals and incidental expenses (M&IE) and accommodation for two day conference in (location) for 30 participants with \$25 to each participant.)